

# Safe Operating Procedure

## Drill - Electric



### PERSONAL SAFETY



### PRE OPERATIONAL SAFETY CHECKS

- Ensure this power tool has a suitable safe work area;
- Examine the power lead and plug for obvious damage;
- Do not use dull or damaged drill bits;
- Check the selected drill bit is correctly fitted;
- Check the drill, leads and RCD's have been tested and tagged.

### POTENTIAL HAZARDS

- Moving and rotating parts;
- Airborne dust;
- Eye injuries;
- Electric Shock;
- Jamming of drill bit in work-piece;
- Burns (Friction).

### OPERATIONAL SAFETY PRACTICES (CONTROLS)

- Do not connect to power source until all adjustments have been made;
- Check the power lead does not create a trip hazard and that it is well clear of the work-piece;
- Examine the material to be drilled for splits, loose knots & nails, etc.;
- Check for hiding electrical supply sources. If unsure, isolate power;
- Select the correct sized drill bit. Tighten securely in the chuck;
- Ensure the work-piece is secure & well supported in a convenient position for drilling;
- The power drill must be held firmly with both hands to control operational accuracy and the rotational torque;
- Keep hands and fingers well clear of moving parts. Avoid blocking & covering the motor ventilation slots with your hands;
- Allow the drill to reach operating speed, then apply load gradually. Do not apply excessive force;
- Back the drill bit out to clear away all waste;
- Avoid prolonged use as this could overheat the motor. Turn off after backing out the drill bit. Do not place the drill down until the bit has stopped rotating.

### HOUSEKEEPING

- Disconnect from power source;
- Remove drill bit and return tool to storage.
- Leave the work area in a safe, clean, & tidy condition.